



Job Opportunity Notice

Position: Supply Manager II

Salary: Range 21, currently \$1,267-\$1,806 semi-monthly, salary commensurate with qualifications

Benefits: Position receives State benefits including health care, retirement, and vacation

Location: Jefferson City, MO

Application Deadline: July 6, 2007

Job Description

The Office of Administration, Division of Facilities Management, Design & Construction (FMDC) is accepting applications to fill the position of Supply Manager II. The primary function of this position involves purchasing and supply management duties for newly acquired institutions, due to recent consolidation. This position will participate in the supply procurement process.

Desired Knowledge, Skills and Abilities

Thorough knowledge of storekeeping methods and procedures in the receipt, storage, and shipment of a variety of goods
Thorough knowledge of inventory methods and procedures of property accountability, and of controls required for proper maintenance of records
Considerable knowledge of the general principles of procurement and supply, and of related fiscal control and general office service functions
Considerable knowledge of the principles and practices of office organization and management, including supervision and training of personnel.

Qualifications

Six years of experience in the keeping of stores and stores records, three years of which must have been in a supervisory capacity in a storeroom, supply room, or warehouse at the level of Storekeeper II; and possession of a high school diploma or a GED certificate. (Business college or college education including courses in accounting, or business or public administration may be substituted on a year-for-year basis for the general experience. One year of work experience will substitute for the first two years of high school, and one year of work experience involving general clerical, record keeping, or keeping of stores will substitute for the last two years of high school.)

OR

One year of experience as a Supply Manager I under the Missouri Merit System.

To Apply

Successful applicants must be eligible for the Supply Manager II classification and appointable through the Missouri Merit System. To be considered and interested applicant should submit a paper application to the Division of Personnel if they are not already on the register. To secure an Official Application Form, visit the Division of Personnel website www.oa.mo.gov/pers/howtoapply.htm, or contact the Division via telephone.

In addition to the above official application, please submit an introductory cover letter, resume, and college transcript (if applicable) to:

Cindy Buddette, Employee Relations Manager
Division of Facilities Management, Design & Construction
P.O. Box 809
Room 730, Harry S. Truman Building
Jefferson City, MO 65102

If desirable, applicants may email the information to Cindy.Buddette@oa.mo.gov

The Office of Administration is an Equal Opportunity Employer